

**SCOPE OF WORK (SOW)**  
**Make-Ready for New Occupancy**  
**US Embassy Amman**

4/27/2014

## **SCOPE OF WORK (SOW)**

### **Make-Ready**

April, 2014

#### **1.0 INTRODUCTION**

The U.S. Embassy in Amman requires the service of a qualified contractor to provide qualified technicians, tools, the required test equipment and safety equipment to do a Make-Ready on the residence so that it meets Safety, Hygiene, and Comfort and Efficiency standards. A Make-Ready is defined as Minor Maintenance and Repair in preparation of a residence for a new occupant.

#### **2.0 GENERAL**

Requirements in this SOW serve as a guideline to the Contractor for executing a Make-Ready. The contractor shall perform all services in accordance with international professional standards of skill, and shall conform to generally accepted professional practices.

The contractor will conduct these works according to the SOW below after the Contracting Officer Representative (COR) approves. The contractor should not do any works beyond this (SOW) unless he receives instructions from (COR).

#### **3.0 GENERAL REQUIREMENTS:**

The Facility Management of the US Embassy Amman requires a make-ready service contractor to perform task on US Government leased properties. The contractor shall furnish qualified technicians to accomplish all work as required.

All parts and material will be provided by the Contractor, except water filtration system and filters, smoke detectors, CO alarms, approved fire extinguishers, and Split pack Air conditioners.

The contractor shall be responsible for providing qualified technicians for each trade with relevant experience to perform make-ready services for task issued under this contract.

A designated representative from the U.S. Embassy will be on site to provide supervision. All tools, test equipment, and safety devices must be inspected and approved for use by the COR for safety and serviceability.

A site visit can be scheduled upon request.

Contractor work shall comply with 2003 or most current International Building Codes (IBC) regulations and standards.

The contractor shall rectify any damage to areas on completion of the works.

All waste material shall be taken from site and disposed of by the contractor daily.

Contractor shall sustain cleanliness of work Site throughout the completion of work

Contractor shall execute all tasks with professional and quality manner.

Contractor is responsible for all necessary modification prior to installation of electrical or mechanical fixtures.

Contractor shall protect the carpet and furnishings within the property and drop sheets to be used at all times where necessary.

Contractor shall not proceed executing any tasks in any variations to the SOW. Quotations shall be submitted to the COR. The contractor will only proceed once he receives the COR written approval.

Contractor shall provide transportations for his team.

Contractor shall make sure all safety procedures are implemented by his team.

#### **4.0 SPECIFIC REQUIREMENTS:**

In all the below procedures, the contractor shall perform his inspection and repair as per the manufacturer recommendation using the best technical procedures , conduct the necessary maintenance , fix or replace if needed to the satisfaction of the COR. All below items will be inspected. If repairs are needed, the contractor must provide the COR a list of needed materials.

#### **4.1 ELECTRICAL**

##### **4.1.1 Inspect, test, install, repair or replace as required or directed to by the COR..**

Install GFI circuit breaker, 63 Amp, 10 milli Amp trip protection, at the electrical panel.

Install separate circuit breakers for the boiler, pumps, and external lighting (out of GFI).

Install large size 3 bulb ceiling mounted light fixtures for ALL ceilings; with energy saving bulbs, except in kitchen, laundry room, and bathrooms.

Install medium size 2 bulb ceiling mounted light fixtures for all bathrooms and hallways; with white energy save bulbs.

Install minimum 2 fluorescent light fixtures with covers for the kitchen ceiling, each one contains two 40 W fluorescent lamps. Ensure there is adequate lighting.

Install one fluorescent light fixture with cover for the laundry room ceiling, contains two 40 W fluorescent lamps.

Install double circuit breaker, 25 Amps, with cover and one MK outlet with switch in the laundry room 130 cm high and feed them with power through 3x4mm<sup>2</sup> electrical wires from a separate 32 Amps circuit breaker in the panel.

Ensure there is a 50 Amp breaker installed in the electrical meter main circuit breaker. Inspect for signs of overheating.

Ensure there is a 50 or 60 Amp breaker installed in the electrical meter intermediate circuit breaker. Inspect for signs of overheating.

Inspect main neutral bus bar connection; make sure that wire nuts are used, retighten the clamp(s).

Inspect all internal light fixtures; covers, sockets, wires, mounting, fixtures condition, and replace any tape with wire nuts. Replace broken or defective fixtures as required.

Inspect electrical distribution panel:

- Rearrange wiring inside the panel using cable ties and wire nuts.
- Remove any tape connections.
- Inspect and test all circuit breakers for any voltage drop, over heating signs, cracks, loose screws, overload, or any toasted wiring.
- Inspect all wires sizes to make sure that it is adequate for the loads.
- Use the proper tools to take the voltage and current readings and compare it with normal readings.
- Install covers for any space opening at the electrical panel.
- Clean the panel interior.

Replace all night lights with LED type.

Replace all halogen light fixtures with LED type.

Correct all wiring defects including frayed or exposed wires and connections; must meet the 2003 or most current National Electric Code (NEC).

Inspect: the main electrical feeders to the panel shouldn't be less than 10mm<sup>2</sup>.

Check and improve an effective grounding resistant, not to exceed 25 Ohms.

All electrical outlets must be grounded properly.

All electrical outlets, switches, light fixtures should be working and in a good condition and properly installed. Outdoor Light fixtures must be for external use and water proof.

Ensure the electrical load is distributed properly. Do not connect more than one electrical circuit on a single breaker. Ensure circuit breakers are not overloaded.

Install separate 32 Amps for the kitchen feeder.

Electrical meter capacity should be (20-80) Amps.

Install proper light fixtures for all bathrooms mirrors.

Inspect doorbell to ensure proper operation and water proof.

Inspect intercom to ensure all functions are properly operational and water proof.

Inspect electrical garage gate; motor, remote control, remote control batteries, receiver, flasher, antenna, sensors and proper lubrication.

Inspect and repair main gate/door's electrical lock, wiring, latching mechanism, alignment.

Install electrical float switches at the cistern and water tanks to control the lifting pump automatically.

Inspect all light fixture sockets: use wire nuts for all connections, inspect and replace if needed any fixtures, sockets.

Check that all appliances are connected to power, grounded and are working properly.

Inspect and test ALL exhaust fans. Install as required.

## **4.2 CARPENTRY**

### **4.2.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

Inspect, fix, or replace all exterior, interior, basements, boiler room, diesel tanks, storage room, and roof doors locks and hinges, locks handles and keys. Provide 2 copies of each key.

Inspect all the doors for free movement and alignment.

Inspect and repair all windows, glass, rubber, locks, sliding wheels, and handles.

Inspect and repair Safe heaven door sliding lock

All kitchen cabinets doors, hinges, locks, knobs, maintain and align for free movement.

Water valves cabinets inside the apartment, hinges, and locks and make sure that they have proper locks with key, install new locks when needed.

All windows blinds, pulling robs, box cover, motor and switches for electrical ones.

Inspect and repair all windows screens, wheels, replace when needed.

Oil using silicone based lubricant all windows, doors hinges, wheels, locks, and tracks.

All closets sliding doors mirrors, wheels, alignment.

Inspect and make sure that all main doors have peep holes.

Make sure all bathrooms tubs have curtain rods, install if not installed.

Install new blinds stoppers.

Inspect all doors stopper, install if not installed.

Install air blocker rubber for all blinds box covers.

Inspect and test all doors. This includes hinges, locks, handles, keys, proper alignment, and door stops...

Inspect and test windows. This includes locks, operation, screens, and privacy blinds.

Inspect all interior woodwork and replace or repair as necessary. ie..Cabinetry

Inspect all exterior woodwork and replace or repair as necessary.

Inspect all interior surfaces such as walls, floors, ceilings, and repair as required.

Inspect all exterior surfaces such as garden walls, gates, and paved walkways, porches, etc.,

Repair or replace damaged or missing interior tiles as needed.

Repair or replace damaged or missing exterior tiles as needed.

Inspect roof, make all repairs required, and ensure that the roof is waterproof.

Inspect and seal any and all holes.

Inspect and clean all bathroom accessories. ie...towel bars soap dishes, tooth brush holders, etc., and replace as required.

Inspect bathroom mirrors. Mirror, light and shelving.

Install chrome shower curtain rods for all bathrooms.

Cut a hole for a 4 inches P.V.C pipe in the laundry room to run the dryer exhaust pipe through it.

Provide proper locks with keys for cold and hot water service cabinets.

Inspect and repair ALL bedroom sliding doors.

Inspect vehicle and pedestrian gates for proper operation. Repair as necessary

### 4.3 PLUMBING

#### 4.3.1 **Inspect, test, install, repair or replace as required or directed to by the COR.**

Inspect all faucets and repair leaks as needed. This includes outside faucets. Replace faucet washers, seats, or valve stems.

Inspect all fixture cabinets and repair leaks and dry rot damage as needed.

Remove and clean all faucet screens.

Remove and clean washing machine and dryer filters.

Clean drinking water components, replace the Embassy supplied filters, and test for satisfactory operation. Place a sticker on the metal component with the replacement date.

Clean and Inspect Domestic water system for proper operation.

Check Water Meter for proper operation.

Clean all floor drains for proper drainage and provide any missing or broken covers.

Open all toilet flush tanks, inspect the operation of float valves and other mechanisms, and make repairs as indicated.

Inspect all bathroom fixtures such as sinks, showers, bathtubs, toilet bases, toilet tanks, toilet seats, and repair or replace as required. Caulk around each one as needed. Replace any antiquated fixture.

Ensure there is 6 cubic meters water tanks in the basement and roof.

Replace cistern and water tanks mechanical float switches to be size  $\frac{3}{4}$  inch.

All water pumps and presser controls should be working and in a good shape.

Replace any old or rusty pipes, flexible hoses, faucets, strainers, shower heads, flush mechanisms, and valves.

Replace any steel collector blocker with copper ones.

Install hot and cold water pipes in the laundry room, 110 cm high and install two valves at their ends to feed the washing machine.

Install 2 inches P.V.C washing machine drain pipe at 90cm high, in the laundry room.

Make sure that the water tanks are cleaned and have proper covers. Install padlocks on all covers.

#### 4.4 HVAC

Inspect and test and perform Preventive Maintenance on all split-pack air conditioner units.

##### P.M. Procedures

##### A/C Split Units

In all the below procedures, the contractor shall perform his inspection and repair as per the manufacturer recommendation using the best technical procedures and making sure upon his visit that the units as a system is completely working in its best possible performance to the satisfaction of the embassy's representative.

##### Indoor unit

1. Thoroughly inspect and clean interior and exterior of machine with vacuum (remove panels) including air filters.
2. Perform checks according to the type of unit. Check the interior of the unit, including condensate tray and drain, for dirt or moisture buildup - clean as necessary. Ensure that condensate drains completely from the tray, the drain is not blocked, and there is no evidence of biological growth
3. Check for refrigeration leaks on all lines, valves, fittings, coils, etc; if leaks are unable to be stopped or corrected, report leak to COR.
4. Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.
5. Clean coils. Use detergent solution and warm water if coil is heavily soiled as instructed and decided by the embassy representative.
6. Run the machine and check the condition and operation of cooling or heating depending on the season.
7. Measure the suction pressure and make sure it is correct depending on the load and ambient temperature.
8. Make sure that the condensate pipe is draining correctly and the unit and the pipe both have the needed slope and also make sure and correct if needed the rigidity and the running of the pipe.
9. Make sure all penetrations are sealed correctly and correct if needed.

##### Outdoor unit

1. Thoroughly inspect and clean interior and exterior of machine with vacuum.
2. Check condenser fan and fan motor.
3. Check the air-cooled condenser, and clean as necessary.
4. Check the operation of the refrigeration system, monitor refrigerant leakage (if any), and service/repair as necessary.
5. Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.
6. Clean coils. Use detergent solution and warm water if coil is heavily soiled as instructed and decided by the embassy representative.
7. Verify heating/cooling systems are operable.
8. Check and adjust all operating and safety controls.
9. Clean from rust and paint the steel holder. Paint with primer and black top coat. Make sure the unit is secured to the structure.

#### Refrigerant System

1. Check for refrigerant leaks in components and connections.
2. Pipe work system especially for secure fixings.
3. Charge the system with the correct dose for best performance if needed.

#### Controls

1. Check condition and operation of all controls and correct/fix as needed including:-
2. Thermostats and set points.
3. Safety controls and devices.
4. Check the operation of the remote controls and change the batteries each visit.

#### Electrical

1. Check condition and operation of all electrical components and correct/fix as needed including:-
2. All safety devices.
3. All connections for security, tightness, contact and corrosion.
4. Relays and contactors.
5. All overloads and circuit breakers.
6. All indicator lights.
7. Check compressor and fan motors including record motors current draw at full operating load and compare with rated output.

### **4.5 PROPANE SYSTEM**

#### **4.5.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

Ensure there is a propane metal gas cabinet that can accommodate two cylinders and install a gas valve and two regulators with one meter long rubber hose for each one. See Safety requirements.

Ensure there is copper pipe from the gas cabinet to the kitchen cabinet next to the stove location and install an emergency shut-off gas valve at its end.

Ensure Propane tanks are full and system is working properly. Check for leaks. Ensure lock is present and useable.

Inspect, fix or replace when needed doors, hinges, lock latches, regulators, valves, rubber hoses, clamps.

Make sure that (No Smoking) sticker is installed.

Make sure that property ID # is written on the cabinet door. To be provided by the COR. *Propane tanks must be located on the exterior of the building equipped with a pressure regulator having a pressure relief valve upright and securely anchored or chained in place at least 7.6 m (25 ft) from sources of ignition and 1.5 m (5 ft) from building openings.*

#### 4.6 **BOILER SYSTEM**

##### **4.6.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

Check all automatic air vents and relief valves and replace damaged or rusted ones.

Scrape and clean boiler inside of scale. Dispose debris properly away from residence.

Brush chimney connection and clean in and out. Make sure check door is secured closed.

Check and replace worn or damage insulation at boiler or pipes.

Check the expansion line and tank and the makeup line. Make sure tank has water and feed line running. Check the diesel filling pipe and make sure no leaks in them. Correct any damage or leak.

Determine if there is any major problems with boiler, cylinder or pumps that require any of them be replaced. Repair if repairable.

Flush strainer baskets and oil solenoid valve seats. Check diesel tank and make sure access door is closed. Make sure there are no leaks, clean the sight glass, repair any leaks, check the burner's flexible connections and repair as needed.

Check operation of control box, thermostat and valves. Clean and adjust if necessary.

Check flue connections for tight joints and minimum resistance to air flow.

Check all electrical wiring and make sure that there are no loose connections or bare wires.

Inspect burner spark plugs, adjust or replace if needed.

As a whole system, check for system and parts integrity, check and correct: ant leaks, damaged insulation, up normal wiring, up normal combustion, up normal noises, and any other deficiencies.

Check the hot water and domestic water circulation pumps: Inspect gasket rings, seals, and impeller, leaks, up normal noise and vibration. Replace and repair as needed.

Clean diesel storage tank.

The contractor is required to conduct thorough cleaning for the inside of the diesel tanks, and to remove any debris, waste water, sludge and residues at the walls and bottom of the diesel tank, using water or pressurized water. Drain the tanks from inside from any traces of water.

Flush the pipes between the tanks and the boiler with water, making sure it is cleaned, dry it, then to reinstall all the pipes, the sight glass, and any pipe fittings or connections.

The disposal of waste and waste water is the responsibility of the contractor, who should NEVER use the building drainage system for this purpose.

The contractor should examine the tank and pipes for leaks and report his findings to the COR.

### **Inside the residence**

Inspect heating service cabinets inside the residence.

Inspect and fix or replace if needed all heating radiators, radiators knobs, pipes, collectors, valves...

Heating timer, timer settings, heating switches, and boiler circuit breaker and make sure that all are labeled.

Start the system and make sure the heating and the hot water are running normally.

Clean and maintain boiler, chimney, and burner.

Replace burner nozzle and diesel filter.

Inspect and replace if needed all hot and heating pumps, valves, boiler flexible hoses.

Ensure there is a 2 cubic meter diesel lockable storage tank with proper cover and diesel level sight glass on it.

Inspect and repair ALL radiators.

#### **4.7 APPLIANCES**

##### **4.7.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

##### **Freezers and refrigerators**

Thoroughly inspect and clean the condenser, compressor, interior and exterior of with vacuum.

Inspect the plug to make sure it is comply with the outlet, and that it is grounded.

Make sure of the alignment, and that the doors can be opened and closed normally.

Inspect the handles, hinges, shelves.

Start it, and monitor the noise level, cooling, Amp.

##### **Stove and Oven**

Inspect gas pipe, valve, and connections, inside the kitchen for any leak.

Inspect the oven burners, nozzles, cover, knobs, and door.

Inspect electrical connections and make sure of the grounding.

Start the oven and monitor the burners flame, and the oven temperature regulate if needed.

Test the igniter, the temperature controller.

Check for proper grounding.

### **Oven Hood**

Inspect and test the oven hood for proper operation no noise or vibration.

Check that fan, fan speed switch, fan balance are working properly.

Check that lighting and light switch works properly.

Ensure there is a filter; filter door and hinges are freely operational.

Check for proper grounding.

### **Dryer**

Remove dryer exhaust pipe and clean it from inside using water.

Remove dryer filter and clean it.

Inspect operation of knobs.

Inspect electrical circuit breaker and retighten the wires.

Inspect to make sure that the dryer is grounded in the proper way.

Open the dryer cover and clean from inside.

Inspect the motor, belts and the pulleys. Put the cover back and start the dryer and monitor the operation

### **Washing machine**

Inspect all electrical wiring, plug, solenoid, and grounding.

Inspect all operation knobs, timer.

Inspect hot and cold water valves and hoses for any leak.

Remove and clean water strainers, replace if needed.

Open the washing machine cover and clean from inside.

Inspect motor, drain pump, and the rubber supporters.

Close the cover and run the washing machine for one cycle to monitor all the components for proper operation.

### **Vacuum cleaner**

Inspect and test the vacuum cleaner.

Inspect the body, hose, and wheels.

Open and clean the filter and the inside.

Test and monitor for proper working.

### **Microwave**

Inspect body and door.

Inspect for proper grounding.

Start and test by inserting a bowl or cup of water

## **4.8 INTERIOR**

### **4.8.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

#### **Kitchen cabinets lighting**

All bulbs should be LED type, use wire nuts for all connections, inspect and replace if needed any fixtures, sockets, and use wire clamps to mount the wires over the cabinets.

#### **Bathrooms**

Make sure exhaust fans are installed and working fine, no noise, and no vibration

Light fixtures- educate energy save lighting

Over mirrors lighting should be energy save; inspect fixtures, and switches condition, replace if needed.

#### **All Rooms**

Outlets and switches: - open each outlet and switch and make sure that it is in a good condition, no cracks, no loose wires, no toasted wires, clean cover, install any missing screws, and mount firmly.

Make sure it is grounded.

Measure the voltage and Amp; should comply with the related specifications.

Make sure that all bedrooms nightlights are LED type, replace if not.

Make sure all halogen lamps are replaced with LED type, replace if not.

Table and side lamps – inspect switch and install the suitable plug, bulb, and connect to the nearest outlet, by extending the electrical wires, adapters...

### **Ceiling Fans**

Inspect, test light switch, speed switch, bulbs, sockets, make sure that it is balanced, no noise, firmly mounted.

## **4.9 STRUCTURAL / CIVIL WORKS**

### **4.9.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

Inspect and fix, the perimeter wall for any cracks, peeling paint

Inspect and fix sidewalks tiles for any damaged tiles, grouting.

Inspect the grouting between tiles and the outside walls

Inspect all internal tiles, panels, grouting

Inspect and fix all interior walls for any cracks, peeling paint, paint touchups, mold trace.

Inspect all doors, windows frames and seal with silicon when needed.

Inspect all blinds boxes and seal around it.

Inspect all bathrooms sets and replace old silicon.

Inspect all light fixtures and ceiling fans and seal any openings around it with white cement or silicon.

Inspect the dryer exhaust pipe and seal around its opening.

Inspect kitchen sink and kitchen counter, kitchen panel, apply new silicon around it.

Inspect all electrical outlets, switches, electrical boxes and seal around them.

Make sure that a Fire Extinguisher is installed in the kitchen area at the proper height, if not install new one.

#### **4.10 PAINTING**

##### Painting of Interior:

Clean old paint, repair plaster, prime and smooth surface.

Remove all wall hanging nails or screws and patch.

Paint interior walls and ceilings with an approved paint.

Kitchen and Bathrooms must be painted with an oil-based paint.

Window and door frames painted with oil-based paint.

Security grill must be painted with oil-based paint.

Ceilings will be painted white.

Doors that are stained or varnished should be re-stained or varnished.

All paint and polyurethane varnish must be approved by the GTM.

Paint color must be white or existing color.

##### Painting of Exterior:

Clean and remove all loose paint and plaster where needed.

Paint exterior walls where applicable with a good quality paint.

Window and door frames painted with oil-based paint.

Security grill must be painted with oil-based paint.

All exterior wood works should be sanded, varnished, and resealed.

Painting of ALL Indoor walls. (If the surface is painted, it must be repainted with a fresh coat of paint.

Painting of the Steel, fence and window trim.

Painting the Radiators and cabinets

All materials made by DELUXE

#### **CONTRACTOR RESPONSIBILITY:**

Paint all walls and ceilings.

Fill and Sand all holes and cracks in walls, and ceilings.

Paint interior of all the building with good quality paint

Paint exterior of all the building with good quality paint

The contractor should first clean and remove all loose paint and plaster before painting.

All paint and polyurethane varnish must be approved by the Embassy Facilities.

Remove or tape all outlets and switch covers, light fixtures, and A/C's.

#### **4.11 GARDENING/GROUNDS KEEPING (Where applicable)**

Mow lawn(s).

Trim hedges and bushes.

Sweep and otherwise clean sidewalks, inside garages, etc.

Remove trash and litter.

Control the Irrigation for the plants in a routinely dates specially at summer time

Spraying of approved insecticide and fungicide to the plants and trees as needed

Apply the approved fertilizer to the trees and plants as needed

Wash and clean the walk way around the house

Planting the seasonable plants if requested

#### **4.12 CLEANING SERVICES**

Shampoo all carpets.

Dry clean ALL drapes and curtains.

Mop and wax all tiled, wood, and linoleum floors including outside surfaces such as covered porches and verandahs. (Please do not forget to do underneath the major appliances such as refrigerators, washers, and dryers).

Clean all glass surfaces (windows, mirrors, China-cabinet doors, etc.) to include cleaning tracks and sills and removing paint drippings.

Wash and polish all ceramic fixtures (sinks, tubs, etc.) and re-grout tile as required.

Dismantle interior components of refrigerators, freezers, and stoves, clean thoroughly, and reassemble.

Clean interior and exterior surfaces of all other appliances such as washers and dryers.

Clean and polish all wood furniture.

Clean all appliances and other furnishings to include replacing unsalvageable lamp shades, wiping off the tops of tall appliances such as refrigerators, washing the inside of built-in cabinets and drawers, wiping out furniture drawers (as required), etc.

Cleaning all doors, all windows, floor and walls,

Organizing the welcome kit and prepare beds.

Clean the walk ways around the Residence

Cleaning of the storage area.

## **5.0 SAFETY REQUIREMENTS**

### **5.0.1 Inspect, test, install, repair or replace as required or directed to by the COR.**

#### **Grounding**

Inspect and verify proper effective-electrical grounding, resistance to measure  $<25$  ohm

#### **GFCI**

Install GFCI's for wet locations (indoors or outdoors) and all kitchen countertop outlets at the outlet

Or

The circuit breaker: installed GFCIs trip at 10 mA.

- ❖ Do not install outlets where local code prohibits them in certain wet locations.

#### **Fire extinguishers** (To be provided by the U.S. Embassy)

Inspect and mount the ANSUL fire extinguisher near the kitchen door so that the top is not more than 5 ft. (1.53 m) above the floor.

#### **Smoke Alarms** (To be provided by the U.S. Embassy)

Check and Install in:

- Each sleeping room
- Corridor leading to bedrooms
- Top of internal stairwells
- One on each floor level

Placement should be on the ceiling, or alternately on a wall between 4" (10 cm) to 12" (30.5 cm) away from the ceiling.

Replace and date ALL smoke alarm batteries.

**Carbon Monoxide** (To be provided by the U.S. Embassy)

Install at about eye level, outside of sleeping areas in residences with any combustion appliance (other than cooking oven/stove) or an attached garage. Ensure to label the alarm with the emergency response label provided by the U.S. Embassy.

**Safety stickers** (To be provided by the U.S. Embassy)

Install safety stickers on the main electrical breaker in the electrical panel, the main gas shut off valve, the main water shut off valve, and visual stickers on French tempered glass windows.

**Railings**

Installed on all porches, balconies and raised floor surfaces more than 30" (76cm) above the floor or grade below

- Sturdy supports (balusters) with no openings larger than 4" (10cm) and bottom of railing assembly no more than 4" (10cm) from the floor
- Top of railing is 42" (107cm) or more from floor or grade level.

**Stairs and Handrails**

Ensure steps have evenly-spaced risers

Any open risers between steps do not have an opening larger than 4" (10cm) • where there are 4 or more risers (steps), at least one handrail installed (right-side descending preferred) for any enclosed stairway. For stairs open on one or both sides, a handrail is installed on the open side(s). Installed handrails are 34-38" (86 cm) from the top of the stair tread nosing and can withstand a force of 200 lbs. (91 kg) in any direction

For open stairways, supports (balusters) no more than 4" (10cm) apart.

**5.2 WORKING HOURS**

Working hours are to be 0800 to 16:30 Sunday – Thursday. Any after hours and week-ends work will be scheduled only after the COR has given agreement.

**5.3 SITE PREPARATION AND CLEANING UP**

The Contractor shall at all times keep the work site, including storage areas, free from accumulations of waste materials and any safety hazards. Materials should be scheduled for delivery only as required for immediate use.

#### 5.4 SAFETY

Contractors must provide their employees with a safe and healthful condition of employment.

The Contractor shall attend a safety briefing with the POSHO and/or APOSHO to review the contractor's safety plan before mobilizing to execute the project.

The contractor shall **provide** all required personal protective equipment (PPE) for all the workers on site, and shall **enforce** the use of the appropriate gear for specific hazards.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

The contractors shall be briefed in the initial safety briefing on Post's PPE standards and their responsibilities while performing work at post.

Protective equipment for eyes, face, head, and extremities, protective clothing that includes safety shoes, respiratory devices, and protective shields and barriers, shall be used wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Each affected employee shall use appropriate respiratory protection when potentially exposed to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors and when such hazards cannot be reduced or eliminated by effective engineering controls.

Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets shall also be worn to reduce electrical shock hazards when near exposed electrical conductors which could contact the head.

Each affected employee shall wear protective footwear (safety shoes) when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

Each affected employee shall wear hearing protection whenever noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 80 decibels and when engineering controls cannot reduce or eliminate the hazard.

Each affected employee shall wear protective gloves when working in areas where hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

## 5.5 ADMINISTRATION

POINT OF CONTACT (POC): The Contractor shall appoint a project manager to act on behalf of the Contractor as the POC for all communications between the Contractor and COR.

CONTRACTING OFFICER'S REPRESENTATIVE (COR): A designated COR(s) for this Task Order will be assigned by the Facilities Management Office (FAC). All administrative matters, and request for clarifications and assistance regarding this Task Order shall be directed to the COR.

## 5.6 PAYMENTS

An invoice shall be submitted to the COR after the completion of the project.

**TERMINATION:** If, for convenience to the Embassy, any phase or task of the delivery order is deemed unfeasible by Embassy, the United States Government may at this point pay the Contractor of this project for the work done to date and terminate the remaining portion of the delivery order.

The Contractor shall NOT conduct any work that is beyond this Statement of Work (SOW) unless directed in writing by the Contracting Officer (COR). Any work done by the Contractor beyond this SOW without direction from the COR will be at the Contractor's own risk and at no cost to the Government.